

PARTICIPATION BY THE PUBLIC

Community members are invited and encouraged to attend Loudoun County School Board meetings to observe public deliberations. The School Board welcomes comments from the public and believes strong community engagement is important to a successful school system. The public can participate in School Board or Committee meetings only during the public comment period. This policy provides a general overview of the process for public comments.

A. Procedures for Public Comment at School Board Meetings, Public Hearings, and Committee Meetings.

1. Speakers shall maintain the civility, decorum and respect for the functioning and dignity of the School Board at all times.
2. Speakers should be respectful and observe proper decorum in their statements and shall refrain from vulgarity, obscenities, profanity or other like breaches of respect. Such language may be permitted, if the speaker is directly quoting those words from materials used in instruction in LCPS.
3. Speaker comments that target, criticize, or attack individual students are not permitted during public meetings. Speakers should communicate those concerns privately to the school principal or an appropriate school official. Complaints regarding division employees should be directed to the school principal or an appropriate school division official.
4. Members of the public eligible to address the School Board include residents of Loudoun County (including incorporated towns within); businesses located in whole or in part in Loudoun County; Loudoun County taxpayers; current or former LCPS students; parents and guardians of LCPS students that live outside of Loudoun County; LCPS employees and retirees; or representatives of organizations serving LCPS employees and students.
5. Members of the School Board shall not answer questions or respond directly to the public during the public comment period. These procedures govern comments made by any attendee at School Board meetings, whether in-person or virtually. When reasonable, the Chair will warn a speaker of breaches of decorum or of these rules prior to terminating speaking privileges or taking other action to preserve the civility, decorum and orderly conduct of the meeting. Inappropriately loud conversations or outbursts from those in attendance will not be tolerated and security staff will be asked to restore order.

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B. Registration Requirements

1. Regular School Board Meetings. Individuals may register to make public comment electronically by visiting the [Citizen Participation link](#) on the School Board webpage or by contacting the Superintendent's Office at 571-252-1020. An email may be sent to public.comment@lcps.org in which case the sender will receive a reply with a link to the online Citizen Participation webpage. Public Comment registration will close at 12:00 noon on the day of the School Board meeting. You will be asked to provide your name, address and telephone number, subject matter, and organization represented, if applicable. The Public Information Officer or designee will accept walk-in registrations in the media box at the back of the Board room up to thirty (30) minutes prior to the posted start time of the Board meeting.

2. School Board Public Hearings. Speakers at public hearings shall limit their comments to the matter that is the subject of such public hearing. The same registration requirements would apply as stated in Paragraph (B)(1) above. Individuals may only sign up to speak once during a designated public hearing; a speaker may address the School Board at more than one public hearing, if additional public hearing dates are scheduled for different days.

3. Committee Meetings. Up to five (5) minutes prior to the posted start time of the Committee meeting a designee will accept walk-in registrations in the posted meeting room and/or conference room.

C. Distribution of Materials to the School Board. Copies of materials for Board members should be given to the Public Information Officer or designee in the media box at the back of the Board room prior to the start of the meeting for distribution to Board members. Please provide 12 copies of materials. Under no circumstances will a speaker approach the dais.

D. Time Allotment. Speakers must limit comments to the time allotted by the Chair and announced prior to the public comment period. The Chair determines the time based on the number of speakers and the agenda, which will not exceed five (5) minutes per speaker. Committee Chairs reserve the right to limit the number of speakers at Committee meetings if they estimate the time for public comment is likely to exceed the time allotted in the agenda.

E. Assistance. Those who need translation/interpretation assistance or a reasonable accommodation in order to be able to participate meaningfully in School Board meetings, public hearings, or committee meetings should contact the Superintendent's Office at least three (3) working days prior to the meeting. The speaking time will be doubled for speakers requiring translation/interpretation assistance when requested.

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F. Other Communications to the School Board. The School Board also is open to receiving comments outside of school board meetings as an alternative means of public participation. To e-mail members of the School Board, please use the [Contact Form](#) available at the following link: <https://www.lcps.org/ContactSchoolBoard>

[Former Policy 2-29]

Adopted: 10/12/76

Revised: 6/22/93, 9/23/97, 6/27/00, 10/26/10, 3/24/15, 10/25/16, 9/24/19, 11/30/21

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